

ORGANIZATIONAL EXCELLENCE

OPM Hiring Standard



Federal Aviation
Administration

FY 2008 Performance Target

"By FY 2008, 50 percent of FAA external hires will be filled within OPM's 45-day standard for government-wide hiring."

Flight Plan Objective and Performance Target

Objective 1: Make the organization more effective with stronger leadership, increased commitment of individual workers to fulfill organization-wide goals, and a better prepared, better trained, safer, diverse workforce.

Performance Target: By FY 2010, 70 percent of FAA external hires will be filled within OPM's 45-day standard for government-wide hiring.

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008 ¹
Target	N/A	N/A	N/A	N/A	50%
Actual	N/A	N/A	N/A	N/A	

¹ This is a new measure for FY 2008, replacing Mission Critical Positions, which measured the reduction in hiring time for selected positions. No data are available for prior years.

Definition of Measure

Unit of Measure: The unit of measure is the percentage of external-hire job offers made within 45 business days

Computation: Using the Office Of Personnel Management (OPM) definition, OPM's 45-day hiring process measure is defined as beginning one day after a vacancy announcement closes and ending the day a tentative job offer is made to an applicant.

Formula:
$$\frac{\text{Number of external hire job offers made within the 45-day standard}}{\text{Total number of external hire job offers}}$$

Scope of Measure: The measure assesses hiring time, defined as the percentage of external hire job offers made within the OPM 45-day standard. Air Traffic Controllers (2152s) and Executive Service positions are not included in this target, but are tracked separately.

Why the FAA Chooses this Measure

Throughout government and industry, there is fierce competition to attract a skilled workforce. The FAA must hire adequate staff with the requisite competencies in a timely manner. Using the OPM 45-day hiring standard as an Organizational Excellence performance target, the FAA will achieve greater efficiencies when it comes to hiring the agency's most valuable asset, its people. In anticipation of the forthcoming retirement bubble, with more employees becoming retirement-eligible each year, it is in the agency's best interest to ensure that the hiring process nets qualified individuals needed to achieve mission results and that the hiring is accomplished in a timely manner. Measuring hiring time is a critical step in improving this process.

Source of the Data

To compute hiring time, FAA uses data extracted from its Automated Staffing and Application Process (ASAP) system. ASAP was developed by the agency to automate the application and hiring process. AHR staffing specialists across the country fill jobs through external sources using ASAP. ASAP tracks pertinent steps in the hiring process and can be used to record the time it takes to fill positions. This enables the office to locate delays in the process steps, as well as to examine how the FAA is doing.

Statistical Issues

There are several factors that can potentially influence hiring standard performance variability and impact results. Hiring fluctuations due to agency budget constraints may significantly influence the hiring standard.

Completeness

AHR has implemented several practices to ensure the integrity of data in ASAP. For example, monthly teleconferences with regional staffing personnel have provided a forum for discussions around efficiencies in hiring processes, resulting in more standardization and streamlined practices. In addition, monthly and quarterly monitoring of the hiring standard ensures more proactive management of hiring processes.

Reliability

ASAP is a dynamic system, with hiring actions entered continually by field and headquarters staffing specialists. Because the system is constantly updated, monthly reports only reflect the data entered before the report's cut-off date. The job offer data are finalized and stabilized for the year-end status report.